

**PHILIP MORRIS U.S.A.**  
**INTEROFFICE CORRESPONDENCE**  
**Richmond, Virginia**

**To:** Distribution

**Date:** June 5, 1998

**From:** D. Trainer

**Subject:** LIMS Team Meeting Minutes for 6/4/98

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**Attendees:** S. Laffoon, F. Logan, J. Sampson, D. Trainer

**Business Conducted:**

- Two vendors were chosen 5/29/98 based on their responses to the RFP to give a demo of their LIMS. The two vendors chosen were LabSystems and Beckman. Jeff informed the two vendors of the teams' decision 6/1/98. Marty Goffman informed Labware.
- Jeff handed out the demo script that Marty put together from our demo meeting of 5/29/98. He expect to get it formalized and to the two vendors by the week of 6/8/98. Feedback to the draft script should go to Jeff as soon as possible. Also he requested that we try to distinguish what logical order the special labs should be presented in.
- Susan put a general demo together for the PTL labs. Jeff will include it in the demo script.
- Dornan will review the RFP to determine if the demo script is missing any requirements that need to be shown.
- Beckman will present first, 7/13 and 7/14, then LabSystems 7/15 and 7/16. Team members are asked to keep the evening of the 15<sup>th</sup> open to attend a dinner with LabSystems.
- Jeff asked us to be thinking of people who we need to invite to the demo, this may influence the demo agenda.

**Action Items:**

- All - Inform Jeff of any changes to the demo script.

**Distribution:**

Bennie Good  
Chris Ament  
Felecia Logan

John Wickham  
Dornan Trainer  
Edward Carmines

Jeff Sampson  
Robin Lipps  
Susan Laffoon

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